

Paper 2

South West London Collaborative Commissioning – Joint Committee

Meeting in Public
Wednesday 14th May 2015

Members In attendance:

Name	Designation	Organisation
Paula Swann	Chief Officer	Croydon CCG
Naz Jivani	Chair	Kingston CCG
Tonia Michaelides	Chief Officer	Kingston CCG
Andrew Murray	Chair	Merton CCG
Eleanor Brown	Chief Officer	Merton CCG
Bob Armitage	Lay Member	Richmond & Twickenham CCG
Jacqui Harvey	Interim Chief Officer	Richmond & Twickenham CCG
Brendan Hudson	Chair	Sutton CCG
Chris Elliott	Chief Officer	Sutton CCG
Sally Brearley	Lay Member	Sutton CCG
Carol Varlaam	Lay Member	Wandsworth CCG
Nicola Jones	Chair	Wandsworth CCG
David Sturgeon	Head of Primary Care (South London)	NHS England
Jane Fryer	Medical Director (South London)	NHS England

Attendees:

Name	Designation	Organisation
Mark Edginton (for Matthew Trainer)	Area Director	NHS England
Mike Robinson	Deputy for Maggie Mansell	Croydon Health & Wellbeing Board
Julie Pickering	Representative	Kingston Health & Wellbeing Board
Steve Hardisty	Representative	Kingston Healthwatch
Marek Jarzembowski	Chair	Merton, Sutton & Wandsworth Local Medical Committee
Dave Curtis	Manager	Merton Healthwatch
William Cunningham-Davis	Deputy Head of Primary Care (South London)	NHS England – South London
Toyin Akinyemi	Primary Care finance lead for NHSE London regional team	NHS England – London Region
Christine Percival	Representative	Richmond Health & Wellbeing Board
Mike Sexton	Chief Finance Officer	Croydon CCG

Ruth Dombey	Representative	Sutton Health & Wellbeing Board
Peter Flavell	Representative	Sutton Healthwatch
Jamie Gillespie	Representative	Wandsworth Healthwatch
Faiza Waheed	Head of Finance & Business	Merton CCG
Hardev Virdee	Chief Finance Officer	Wandsworth CCG
Julius Parker	Representative	Surrey & Sussex LMCs
Ginny Morley	Assistant Director	South West London Collaborative Commissioning

SWL CC Programme team

Name	Designation	Organisation
Kay McCulloch	Director	South West London Collaborative Commissioning
Alicia O'Donnell-Smith	Assistant Director of Communications and Engagement	South West London Collaborative Commissioning
Clare Thomas	Communication and Engagement Officer	South West London Collaborative Commissioning
Kasia Gaj	Strategic Manager – Primary Care	South West London Collaborative Commissioning
Tony Young	PMO Programme Manager	South West London Collaborative Commissioning
Clive Allanso	Governance Lead	South West London Collaborative Commissioning
Amelie Bages	Finance Analyst	South West London Collaborative Commissioning

Members of Public in Attendance

Name	Designation	Organisation
Maggie Mansell	Public	Croydon Health & Wellbeing Board

Apologies were received from:

Name	Designation	Organisation
Tony Brzezicki	Chair	Croydon CCG
Graham Lewis	Chair	Richmond & Twickenham

		CCG
David Knowles	Lay Member	Kingston CCG
Peter Derrick	Lay Member	Merton CCG
Paul Pegden-Smith	Representative	Richmond Healthwatch
Maxi Martin	Representative	Merton Health & Wellbeing Board
Jim Madden	Representative	Wandsworth Health & Wellbeing Board
Matthew Trainer	Area Director	NHS England South London

1.	Welcome & Introductions	
1.1	Dr Nicola Jones welcomed everyone to the inaugural meeting of the South West London Primary Care Joint Committee.	
1.2	She outlined the agenda for the meeting and introduced a brief paper that outlined joint commissioning.	
2.	Approval of the Terms of Reference for the SWL Joint Committee	
2.2	Dr Nicola Jones advised the committee that the Terms of Reference had been received and ratified by member organisations. They were brought to this first meeting of the Joint Committee for formal agreement and approval.	
2.3	Carol Varlaam sought clarification on whether NHS England attendance counted towards the numbers required in order to be quorate. David Sturgeon confirmed that NHS England attendance counted towards the quorum. Ginny Morley advised that further clarity on quoracy would be sent round to all committee members. Decision: The Joint Committee AGREED the Terms of Reference.	SWLCC programme team/ Governance lead
3.	Register of Interests	
3.1	In accordance with the Terms of Reference for the committee, the Register of Declared Interests was made available at the meeting for inspection. Dr Nicola Jones advised that forms had been circulated to all members and attendees, with a request that these to be completed and returned as soon as possible.	All members
3.2	It was noted that the Register of Declared interests would be	

3.3	<p>included in the agenda and papers for future meetings of the committee, as stated in the Terms of Reference.</p> <p>Dr Nicola Jones asked members to declare any further interests arising. No such declarations were made.</p>	
4.	<p>Election of Chair and Vice-Chair</p> <p>4.1 Dr Nicola Jones advised attendees that the Joint Committee members had held a seminar earlier in the day and had reviewed the nomination and election process for the position of Chair and Vice-Chair for the committee.</p> <p>4.2 The committee was advised that nomination of Carol Varlaam was received for the post of Lay Chair. It had been agreed to have two Vice-Chairs, with nominations received from Sally Brearley and Bob Armitage.</p> <p>4.3 Dr Nicola Jones asked the voting members from the 6 CCGs and from NHS England to vote for Carol Varlaam as Chair for the Joint Committee. The nomination was supported by all 7 voters.</p> <p>4.4 Dr Nicola Jones asked the voting members from the 6 CCGs and from NHS England to vote for the two nominated Vice-Chairs, Sally Brearley and Bob Armitage, and all 7 voters supported the nomination.</p> <p>4.5 Dr Nicola Jones confirmed that, in accordance with the Terms of Reference for the Joint Committee, section 11 to 13, Carol Varlaam had been appointed as the Chair for the South West London Primary Care Joint Committee.</p> <p>4.6 Dr Nicola Jones confirmed that, in accordance with the Terms of Reference for the Joint Committee, section 11 to 13, Sally Brearley and Bob Armitage had been appointed as joint Vice-Chair's for the South West London Primary Care Joint Committee.</p> <p>Decision: The Joint Committee AGREED the appointments of Carol Varlaam as Chair and Sally Brearley and Bob Armitage as joint Vice-Chair's of the Joint Committee.</p>	
	<p>At this point in the meeting, Carol Varlaam was invited to formally Chair the rest of the meeting.</p>	
5.	<p>Primary Care Co-Commissioning Memorandum of</p>	

	<p>Understanding Core Principles</p> <p>5.1 Carol Varlaam introduced David Sturgeon, Director of Primary Care from NHS England, London Region.</p> <p>5.2 David Sturgeon introduced the Memorandum of Understanding (MOU), which sets out work that is currently undertaken by NHS England, individual CCGs and Strategic Planning Groups (SPGs) to allow co-commissioning of Primary Care across South West London (SWL). He advised that the MOU sets out, under common purpose, the aims and ambitions of the Joint Committee in taking forward primary care commissioning.</p> <p>5.3 He stated that SWL Primary Care Joint Committee was working at Level 2 for 2015/16 and that the operational agreement would run for a twelve month period with a review date due in September 2015 to look at whether to continue at level 2 or go for level 3, which is delegated commissioning.</p> <p>5.4 Sally Brearley asked for the Terms of Reference (ToR) and the MOU to have specified review dates. In addition she sought clarity on the role and function of the Resolution Panel. David Sturgeon advised that these were practicalities that needed to be planned for but he hoped that this would not occur.</p>	<p>SWL CC programme team/Governance Lead</p>
	<p>Memorandum of Understanding Supporting the SW London Joint Committee on Primary Care Co-commissioning</p> <p>5.6 Ginny Morley drew member's attention to the Memorandum of Understanding (MOU) supporting the Joint Committee, produced by South West London Collaborative Commissioning (SWLCC). She advised that the document was drafted in order to set out the roles and responsibilities of members, and governance arrangements in place to support the committee. She asked the committee to particularly note the establishment of Working Groups that will support the work of the Joint Committee.</p> <p>5.7 Chris Elliott noted that the workplan was extensive and enquired whether there were sufficient resources to manage the workload. David Sturgeon noted that the resources were limited but assured the committee that NHS England have a fixed resource allocated to South West London and following a recent review, that they had ten dedicated staff in Primary Care specifically for South West London. This included a</p>	

<p>5.8</p> <p>5.9</p> <p>5.10</p> <p>5.11</p> <p>5.12</p> <p>5.13</p> <p>5.14</p> <p>5.15</p>	<p>Head of Primary Care and a senior member to support that post. He also reiterated the joint working ethos and noted that all members would be actively looked upon to enable a successful outcome for joint working.</p> <p>Sally Brearley commented that there was a lot of focus on getting the basic business done but a lack of strategy and overview on working with our partners. She asked that a strategy and plan be developed for partner engagement activities.</p> <p>Jane Fryer noted that local CCGs would have a view on where improvements need to happen and that the strategic work will be supported with the work happening at a local level. She felt that the committee offered an opportunity to look across the six boroughs and learn from each other.</p> <p>Eleanor Brown noted that these issues were outlined in the first paper for the committee, which pointed out that the committee will have discussions about local schemes and outputs. She hoped that members would share their experience and lessons learnt with the aim of improving quality in the wider context.</p> <p>Dr Nicola Jones noted that some of this work is already grounded in CCGs and built into their forward plans. She highlighted that the committee has the oversight of what added value can be given.</p> <p>One member noted that prevention was a key element and felt that the working group outlined should be changed to reflect prevention and be called the “Prevention and Innovation Working Group”, in order not to lose focus on prevention.</p> <p>Pete Flavell asked that adequate time for consultation and engagement with members be built into any decision making process. He also asked that careful attention be given to how consultations are recorded.</p> <p>Jane Fryer asked the attendees not to lose focus on all the good work that continues to be delivered locally. It was important to ensure that decisions being made by the Joint Committee should have already gone through local consultation, statutory consultation and engagement and looked at against good or best practice.</p> <p>Peter Flavell requested more patient and public input, and</p>	<p>SWL Comms and engagement team/SWL CC programme team</p> <p>Governance lead</p>
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<p>5.16</p> <p>5.17</p> <p>5.18</p>	<p>adding that the workplan needed to reflect the benefits of this approach. It would encourage partners to engage with specific pieces of work.</p> <p>Sally Brearley welcomed the commitment people have made and asked that these were reflected in the plans going forward. She noted that the South West London Collaborative Commissioning Patient and Public Engagement Steering Group could be asked to do some initial thinking on how patient engagement should play into this agenda.</p> <p>Carol Varlaam asked that all members consider membership for the working groups identified and to look at the links into existing work programmes. Jacqui Harvey asked for openness and to ensure that there were properly visible reporting processes identified between working groups and the committee and that there was visibility of what was being reported to and from NHS England.</p> <p>Carol Varlaam noted that there was clear interest from Healthwatch and others about being kept informed, and asked for careful consideration to the membership and composition of the working groups to include appropriate representation.</p>	<p>SWLCC comms and engagement team/Sally Brearley</p> <p>All members</p> <p>All members</p>
<p>6.</p> <p>6.1</p> <p>6.2</p> <p>6.3</p>	<p>Discussion and approval of the Operating Model</p> <p>David Sturgeon introduced the draft Operating Model. The paper presented to the committee was subject to further review and amendments before approval. He thanked Ginny Morley for pulling together a summary of quite a lengthy document.</p> <p>David Sturgeon pointed out the different levels of decision-making and where they will be undertaken. He also highlighted the level of activity and where decisions will be made in a typical year. The paper included process maps concerning roles and responsibilities of NHSE and CCGs.</p> <p>Dr Nicola Jones noted a discrepancy between the voting arrangements on page 15 of the document and those agreed in the Joint Committee's Terms of Reference. David Sturgeon said he would bring a revised paper to the next meeting.</p>	<p>NHSE London regional team</p> <p>NHSE London regional team</p>
<p>7.</p>	<p>Questions from the Public</p>	

<p>7.1</p> <p>7.2</p> <p>7.3</p>	<p>Maggie Mansell, Chair of Croydon Health and Wellbeing Board, noted the contribution that local councils could make on understanding the needs of local wards. She asked that when the time comes to start awarding contracts that contractors are asked to ensure that they are offering a living wage as it has been identified that poverty is a major health issue.</p> <p>Maggie Mansell also noted that staff recruitment in London was very difficult and in order to attract and retain quality staff, providers should pay a living wage. She added that Croydon Local Authority already has in place a policy for contractors that covers these issues and asked that future contracts comply with a similar policy.</p> <p>Brendon Hudson thanked everyone for collaborating and making this successful, given the constraints with time and managing a large group of people. He expressed thanks to members of Healthwatch and Health and Wellbeing Boards for their involvement and commitment and in particular Dr Nicola Jones and Eleanor Brown for the role they had played to date in establishing the Joint Committee. Eleanor Brown extended her appreciation to Ginny Morley and the team for the work undertaken to support this meeting.</p>	
<p>8.</p> <p>8.1</p> <p>8.2</p> <p>8.3</p> <p>8.4</p>	<p>Close of meeting</p> <p>Ruth Dombey asked that consideration be given to community engagement and participation of the public in the Joint Committee. Sally Brearley endorsed this view and asked that the minutes of the meeting be presented in a manner that was easy for members of the public to follow.</p> <p>Carol Varlaam noted that the Terms of Reference indicate three working days to turn around minutes and action points. It was agreed to amend these to reflect a more realistic timeline. It was agreed that the minutes of the Joint Committee meeting would be placed on all CCG websites, once they have been agreed and that this would be the responsibility of each CCG.</p> <p>Dr Nicola Jones noted that the success of the committee would be seen in its role in supporting Primary Care transformation in SW London.</p> <p>Carol Varlaam asked CCGs to use their websites and newsletters to advertise the next meeting of the Joint Committee.</p>	<p>SWL CC programme team/Governance lead</p> <p>SWL CC programme team/Governance lead</p>

8.5	Carol Varlaam thanked members and attendees and formally closed the meeting.	
9	<p>Eleanor Brown informed the Joint Committee that she would not be a member of the Joint Committee as she is retiring.</p> <p>Eleanor Brown wished that the Joint Committee works well – this endeavours to support the Transformation of Primary Care across SW London.</p>	